



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Recreation Supervisor I

RECRUITMENT NUMBER: 05-341

SALARY: \$3,269.32 – \$3,973.88/ MONTHLY

FILING DEADLINE: 5 PM, FRIDAY, SEPTEMBER 23, 2005

POSITION SUMMARY

This position will assist in the planning, organizing, and coordinating of a variety of recreational activities at an assigned playground, recreation center or recreational area; lead and supervise subordinate staff in assigned programs; perform the duties of the Recreation Supervisor II or III in their absence and perform related work as assigned. These three positions will be assigned to work in several community centers. This position will receive a 3% cost of living adjustment (COLA) in January 2006. **This position may consist of evening, nights and holidays/week-ends work schedule.**

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Act as the Recreation Supervisor II or III in the absence of the Recreation Supervisor II or III; assist in the planning, coordination and scheduling of recreation related activities for a wide variety of programs for youth and adults; conduct special events activities; monitor programs for safety; prepare and enter into contractual agreements with instructors for special classes and facility rental; assist in interviewing and selecting part-time employees; train and orient subordinate recreation aids, recreation leaders, recreation specialists, part-time staff and volunteers; participate in staff evaluations; implement discipline procedures as appropriate; schedule staff; troubleshoot scheduling conflicts; meet with community based organizations and school representatives to promote recreational programs; maintain operational reports on attendance and prepare progress records; supervise and secure facilities; check condition of facility and schedule maintenance; administer first aid when appropriate; prepare correspondence and reports; attend staff meetings; assist with research, surveys and inventories; monitor recreational program trends and make recommendations; evaluate program effectiveness to meet a diverse population of users; assist in the preparation and distribution of news releases, brochures and publicity materials; assist with budget preparation and monitoring; order, issue and maintain recreational equipment and supplies; ensure adequate supply inventory; collect and account for monies received; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; conduct facility safety inspections and establish and enforce safety and participation standards to protect spectators and participants; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to a Bachelor's degree from an accredited college with major course work in recreation, physical education or a related field and two years of responsible experience in a variety of recreation related programs preferably in a municipal setting. **License:** Must have a valid California Driver's license.

Knowledge, Skills and Abilities: Knowledge of: Principals, practices and techniques of planned group specific recreational activities, programs and special events planning; rules and skills involved in conducting a wide variety of recreational related activities; youth and adult recreation activities and trends; safety practices and first aid; group dynamics and management of structured and unstructured recreational activities; principals and practices of conflict resolution; English usage, spelling, grammar, and punctuation; computer equipment and software application related to assignment. Ability to: obtain necessary licenses and/or certifications for specialized recreational programs (such as therapeutics, gerontology, etc.) organize recreational activities, special events and meet special cultural needs; maintain discipline and participation among children and adults; work varying schedules including evenings, weekends, and holidays; train, motivate, and evaluate assigned staff; maintain records, prepare reports and conduct basic research; read and interpret policies, rules and regulations; develop effective communications for programs users; prepare publicity materials; compile data for program enhancements and adjustments; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; work independently with minimal supervision; exercise sound judgment and decision-making.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch or stoop for varying periods of time. Must be able to travel to various city locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; perform physical activities on a continual basis; possess sufficient strength and stamina to lift and manipulate recreational equipment, materials and supplies; possess visual ability sufficient to operate recreational equipment, vehicles under daylight and evening conditions; lift or carry weight of 50 pounds or less. Communicate in person and use telephone. See in the normal range with or without correction; hear in the normal range with or without correction.

APPLICATION PROCESS

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).

Assigned Staff: Cleve Jacobs, (619) 585-5743, cjacobs@ci.chula-vista.ca.us • **Published:** 8/22/05
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • **Job Hotline:** (619) 691-5095



To be considered for this position, applicants must submit a City Application by **5:00 p.m., Friday, September 23, 2005**. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.